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This Notice Expires 1 March 1964

PERSONNEL


4 December 1963

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### COST CONSCIOUSNESS

1. Agency regulations specify that all employees with supervisory responsibilities must be rated on their ability to supervise. "Cost consciousness" and effectiveness in the "use of personnel, space, equipment, and funds" are among the managerial and supervisory responsibilities which are listed for consideration in the preparation of Fitness Reports.

2. Effective immediately, evaluation of these factors is mandatory for all employees who have responsibilities for managing Agency assets. Each Fitness Report shall include an evaluation of the employee's effectiveness in performing his duties with maximum economy or an explanation of why such evaluation is not applicable.

  
Marshall S. Carter  
Lieutenant General, USA  
Deputy Director of Central Intelligence

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